

# FAMILY DIVISIONS/FAMILY SERVICES GRANT JURISDICTIONAL GRANT QUARTERLY REPORT

Grant No. \_\_\_\_\_ Jurisdiction \_\_\_\_\_ Year \_\_\_\_\_

Quarter       1st       2nd       3rd       4th/FINAL

Please use this form to report on the activities and expenditures of the Circuit Court Family Division or Family Services Program. This report is due 45 days after the end of each quarter:

**1st Quarter** (July 1 through September 30)

Quarterly report due - **November 15**

**2nd Quarter** (October 1 through December 31)

Quarterly report due - **February 15**

**3rd Quarter** (January 1 through March 31)

Quarterly report due - **May 15**

**4th Quarter** (April 1 through June 30)

Quarterly report due - **August 15**

## Please submit completed Quarterly Reports to:

*Pamela Cardullo Ortiz, Executive Director  
Department of Family Administration  
Administrative Office of the Courts  
580 Taylor Avenue  
Annapolis, Maryland 21401  
Phone: 410-260-1296*

### I. Administrative Personnel

County Administrative Judge \_\_\_\_\_

Family Division Administrative Judge (if applicable) \_\_\_\_\_

Family Division Administrative/Coordinator (If applicable) \_\_\_\_\_

Family Support Services Coordinator \_\_\_\_\_

*This Quarterly Expenditure Report has been prepared and submitted by*

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Approved by (Administrative Judge Signature) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_

## *II. SUMMARY OF NEW INITIATIVES*

- 1. New Program Initiatives.** Please list any new programs, services or major program improvements which were undertaken this Quarter.
  
  - 2. New Administrative, Support or Services Staff.** Please list any new administrative, support or services staff positions in the Family Division or Family Services Program which were filled for the first time during this Quarter. Do not include judicial or master's support personnel.
  
  - 3. New Masters or Judges.** Please list any new masters or judges positions, and any support positions related to those which were filled for the first time during this Quarter. Indicate only those judges or masters who have been added in order to handle family law cases.
  
  - 4. Existing Judges.** Please list, by name, all Judges assigned to the Family Division or who hear domestic and/or juvenile cases.
  
  - 5. Existing Masters.** Please list, by name, all Masters assigned to the Family Division or who hear juvenile and/or domestic cases.
  
  - 6. Variances.** Please explain any significant deviations made from your adjusted budget and your expenditures to date. [Keep in mind that if you need to deviate from your budget by \$25,000 or 10%, whichever is less, you need to request a budget modification - see Grant Guidelines].

### **III. Family Support Services**

Complete this section for the types of services provided in your jurisdiction. Please report on all programs, including those not funded by this grant.

<b>SERVICE/PROGRAM</b>		
<b>ADR Programs</b>	<b>This Qtr.</b>	<b>YTD</b>
<b>1. Mediation - Custody/Visitation</b>		
Total Cases Referred		
a. No. of cases with full agreements		
b. No. of cases with partial agreements		
c. No. of cases where agreement was reached (A + B)		
d. Other (Please Specify)		
Total Cases Not Held		
e. No. of cases where mediation did not occur, because after referral mediation was deemed not appropriate by the mediator		
f. No. of cases where mediation did not occur, because after referral mediation deemed not appropriate by the court		
g. No. of cases where mediation did not occur due to other circumstances, e.g. settled prior, absent party, session cancelled/judicial order rescinded		
h. No. of cases with 1 mediation session		
i. No. of cases with 2 or more mediation sessions		
j. Other (Please Specify)		
<b>2. Mediation -Property/Financial Issues</b>		
Total Cases Referred		
a. No. of cases with full agreements		
b. No. of cases with partial agreements		
c. No. of cases where agreement was reached (A + B)		
d. Other (Please Specify)		
Total Cases Not Held		
e. No. of cases where mediation did not occur, because after referral mediation was deemed not appropriate by the mediator		
f. No. of cases where mediation did not occur, because after referral mediation was deemed not appropriate by the court		
g. No. of cases where mediation did not occur due to other circumstances, e.g. settled prior, absent party, session cancelled/judicial order rescinded		
h. No. of cases with 1 mediation session		
i. No. of cases with 2 or more mediation sessions		
j. Other (Please Specify)		
<b>3. Mediation CINA or TPR</b>		
Total Cases Referred		
a. No. of cases with full agreements		
b. No. of cases with partial agreements		
c. No. of cases where agreement was reached (A + B)		
d. Other (Please Specify)		
Total Cases Not Held		

SERVICE/PROGRAM cont'd		
	This Qtr.	YTD
e. No. of cases where mediation did not occur, because after referral mediation was deemed not appropriate by the mediator		
f. No. of cases where mediation did not occur, because after referral mediation deemed not appropriate by the court		
g. No. of cases where mediation did not occur due to other circumstances, e.g. settled prior, absent party, session cancelled/judicial order rescinded.		
h. No. of cases with 1 mediation session		
i. No. of cases with 2 or more mediation sessions		
j. Other (Please Specify)		
<b>4. Facilitator Program</b>		
Total Cases Referred		
a. No. of cases with full agreements		
b. No. of cases with partial agreements		
c. No. of cases where agreement was reached (A + B)		
d. Other (Please Specify)		
Total Cases Not Held		
e. No. of cases where facilitation did not occur, because after referral facilitation was deemed not appropriate by the facilitator		
f. No. of cases where facilitation did not occur, because after referral facilitation deemed not appropriate by the court		
g. No. of cases where facilitation did not occur due to other circumstances, e.g. settled prior, absent party, session cancelled/judicial order rescinded		
h. No. of cases with 1 facilitation session		
i. No. of cases with 2 or more facilitation sessions		
j. Other (Please Specify)		
<b>5. Settlement Conference</b>		
Total Cases Referred		
a. No. of cases with full agreements		
b. No. of cases with partial agreements		
c. No. of cases where agreement was reached (A + B)		
Total Cases Not Held		
<b>6. Scheduling Conference</b>		
Total Cases Referred		
Total Not Held		
<b>7. Pre-hearing Conferences</b>		
Total Cases Referred		
Total Cases Not Held		
<b>8. Med-Arb or Arbitration</b>		
Total Cases Referred		
a. No. of case with full agreements		
b. No. of cases with partial agreements		

<b>SERVICE/PROGRAM cont'd</b>		
	<b>This Qtr.</b>	<b>YTD</b>
c. No. of cases where agreement was reached (A + B)		
d. Other (Please Specify)		
<b>Total Cases Not Held</b>		
e. No. of cases where mediation/arbitration did not occur, because after referral mediation/arbitration was deemed not appropriate by the mediator/arbitrator		
f. No. of cases where mediation/arbitration did not occur, because after referral mediation/arbitration deemed not appropriate by the court		
g. No. of cases where mediation/arbitration did not occur due to other circumstances, e.g. settled prior, absent party, session cancelled/judicial order rescinded.		
h. No. of cases with 1 mediation/arbitration session		
i. No. of cases with 2 or more mediation/arbitration sessions		
j. Other (Please Specify)		
<b>9. Other:</b>		
a. _____		
b. _____		
c. _____		
d. _____		
<b>10. Children's Attorney (Total # Appointed)</b>		
a. Best Interest Attorney		
b. Child Advocate		
c. Child's Privilege Attorney		
<b>11. Children's Programs</b>		
a. Psycho-educational		
b. Childcare/Waiting Room		
<b>12. Custody Investigations</b>		
<b>13. Home Studies</b>		
<b>14. Domestic Violence - Advocacy</b>		
<b>15. Domestic Violence - Counseling/Treatment/AIPs</b>		
<b>16. Emergency Assistance/Crisis Intervention</b>		
<b>17. Mental Health Services</b>		
a. Psychological Evaluations		
b. Psychiatric Evaluations		
c. Family or Individual Counseling		
d.. Individual		
e. Anger Management		
f. Family Assessments		
<b>18. Parenting Coordination</b>		
<b>19. Parenting Education</b>		
<b>20. Self - Help Assistance</b>		

<b>21. Substance Abuse - Total # of Referrals</b>		
a. Screening		
b. Evaluation		
c. Treatment		
<b>22. Visitation Services</b>		
a. Supervised Visitation		
b. Monitored Exchange		
<b>23. Other Services</b>		
a. _____		
b. _____		
c. _____		
d. _____		
e. _____		
f. _____		

#### **IV. CASE MANAGEMENT**

*Please answer the following questions with regard to the number and types of cases handled in the family law area.*

	<u>This Quarter:</u>	<u>Fiscal Year-to-Date</u>
<b>1. Pro Se Statistics (Domestic Cases)</b>		
a. # cases with no pro se parties at Answer	_____	_____
b. # cases with 1 pro se party at Answer	_____	_____
c. # cases with 2 or more pro se parties at Answer	_____	_____
d. # cases with no pro se parties at scheduling conference	_____	_____
e. # cases with 1 pro se party at scheduling conference	_____	_____
f. # cases with 2 or more pro se parties at sched. conference	_____	_____
g. # cases with pro se parties at pendente lite hearing	_____	_____
h. # cases with 1 pro se party at pendente lite hearing	_____	_____
i. # cases with 2 or more pro se parties at p.l. hearing	_____	_____
j. # cases with no pro se parties at contempt hearing	_____	_____
k. # cases with 1 pro se party at contempt hearing	_____	_____
l. # cases with 2 or more pro se parties at contempt hearing	_____	_____
m. # cases with no pro se parties at settlement conference	_____	_____
n. # cases with 1 pro se party at settlement conference	_____	_____
o. # cases with 2 or more pro se parties at settlement conference	_____	_____
p. # cases with no pro se parties at pretrial hearing	_____	_____
q. # cases with 1 pro se party at pretrial hearing	_____	_____
r. # cases with 2 or more pro se parties at pretrial hearing	_____	_____
s. # cases with no pro se parties at uncontested hearing	_____	_____
t. # cases with 1 pro se party at uncontested hearing	_____	_____
u. # cases with 2 or more pro se parties at uncontested hearing	_____	_____
v. # cases with no pro se parties at trial	_____	_____
w. # cases with 1 pro se party at trial	_____	_____
x. # cases with 2 or more pro se parties at trial	_____	_____
y. # cases with no pro se party at disposition	_____	_____
z. # cases with 1 pro se party at disposition	_____	_____
aa. # cases with 2 or more pro se parties at disposition	_____	_____

**This Quarter:****Fiscal Year-to-Date****2. Pro Se Statistics (CINA/TPR Cases)**

a. # cases with no Pro Se parties at shelter hearing	_____	_____
b. # cases with 1 Pro Se party at shelter hearing	_____	_____
c. # cases with 2 or more Pro Se parties at shelter hearing	_____	_____
d. # cases with no Pro Se parties at adjudication hearing	_____	_____
e. # cases with 1 Pro Se party at adjudication hearing	_____	_____
f. # cases with 2 or more Pro Se parties at adjudication hearing	_____	_____
g. # cases with Pro Se parties at disposition hearing	_____	_____
h. # cases with 1 Pro Se party at disposition hearing	_____	_____
i. # cases with 2 or more Pro Se parties at disposition hearing	_____	_____
j. # cases with no Pro Se parties at initial permanency hearing	_____	_____
k. # cases with 1 Pro Se party at initial permanency hearing	_____	_____
l. # cases with 2 or more Pro Se parties at initial permanency hearing	_____	_____
m. # cases with no Pro Se parties at settlement conference	_____	_____
n. # cases with 1 Pro Se party at settlement conference	_____	_____
o. # cases with 2 or more Pro Se parties at settlement conference	_____	_____
p. # cases with no Pro Se parties at permanency/review	_____	_____
q. # cases with 1 Pro Se party at permanency/review	_____	_____
r. # cases with 2 or more Pro Se parties at permanency/review	_____	_____
s. # cases with no Pro Se parties at TPR hearing/trial	_____	_____
t. # cases with 1 Pro Se party at TPR hearing/trial	_____	_____
u. # cases with 2 or more Pro Se parties at TPR hearing/trial	_____	_____
v. # cases with no Pro Se parties at guardianship review	_____	_____
w. # cases with 1 Pro Se party at guardianship review	_____	_____
x. # cases with 2 or more Pro Se parties at guardianship review	_____	_____
<b>3. Number of cases involving Child Access Issues (Custody or visitation)</b>	_____	_____
<b>4. Number of Petitions for Emergency Relief (Domestic Cases/Non-Protective Order)</b>	_____	_____
<b>5. Supervised Visitation Cases</b>		
a. # of supervised visits	_____	_____
b. # of supervised hours	_____	_____
c. # of Grandparents utilizing program	_____	_____
d. # of Parents utilizing program	_____	_____
e. # of Children utilizing program	_____	_____
f. # of cases where visits were closed successfully	_____	_____
g. # of cases where visits were closed unsuccessfully	_____	_____
h. # of cases converted to monitored exchange or no visitation	_____	_____

This Quarter:      Fiscal Year-to-Date

**6. Monitored Exchange Cases**

- a. # of actual exchanges
- b. # of Grandparents utilizing program
- c. # of Parents utilizing program
- d. # of Children utilizing program
- e. # of cases where exchanges closed successfully
- f. # of cases where exchanges closed unsuccessfully

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**7. Juvenile Programs**

- a. No. of cases handled in Truancy Court
- b. No. of cases handled in Delinquency Drug Court
- c. No. of cases handled in Dependency Drug Court
- d. No. of cases handled in Teen Court

_____	_____
_____	_____
_____	_____
_____	_____

**8. Number of individuals attending parenting programs**

(Database has been provided for courts to capture this information. Disks has been distributed)

**9. Number of Individuals receiving assistance from the Self-Help Program**

(Database has been provided for courts to capture this information. Disks has been distributed)

## V. FINANCIAL REPORTING

Please report below on your quarterly and cumulative state grant expenditures for this fiscal year.

Jurisdictional Grant Expenditure Report						
<b>Grantor:</b>	<b>Grant Number:</b> _____					
<b>Current Fiscal Year</b>	<b>Quarter:</b> _____					
<b>Description</b>	<b>Prior Total</b>	<b>Current Quarter</b>	<b>YTD</b>	<b>Budgeted Grant Award</b>	<b>Approved Modifications</b>	<b>Approved Budget</b>
<b>Operational Expenses</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D**</b>	<b>E</b>	<b>D + E</b>
<b>Personnel Costs</b>						
Salary						
Fringe						
<b>Subtotals Personnel Costs</b>						
<b>Administrative Costs</b>						
Dues / Subscriptions / Publications						
Equipment / Software						
Information Management						
Printing / Photocopying						
Supplies						
Telephone						
Training						
a. Judicial						
b. Staff						
<b>Subtotal Administrative Costs</b>						
<b>Total Operational Expenses*</b>						
*Subtotals Personnel Costs + Subtotals Administrative Costs						
<b>Contractual Expenses</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>D + E</b>
Alternative Dispute Resolution						
Children - Childcare / Waiting Room						
Children - Psycho-educational						
Children's Attorney (all types)						
Custody Investigations						
Domestic Violence - Advocacy						
Domestic Violence - Counseling / Treatment / AIPs						
Emergency Assistance						

<b>Contractual Expenses Con't</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D**</b>	<b>E</b>	<b>D + E</b>
Juvenile Programs						
a. Truancy Court						
b. Delinquency Court						
c. Dependency Drug Court						
d. Teen Court						
Mental Health-Evaluations						
Mental Health-Treatment						
Parenting Education						
Self-Help Assistance						
Substance Abuse-Evaluations						
Substance Abuse-Treatment						
Visitation Services						
Other Contractual Services						
a. _____						
b. _____						
c. _____						
d. _____						
e. _____						
f. _____						
<b>Total Contractual Expenses</b>						
<b>Other Expenses</b>						
a. _____						
b. _____						
c. _____						
d. _____						
e. _____						
f. _____						
<b>Total Other Expenses</b>						
<b>Total Budget***</b>						

\*\*The figures in the Budgeted Grant Award (D) column should reflect your adjusted budget based on the amount actually awarded to the jurisdiction--not the amount the jurisdiction originally requested in its state family law grant request. The sum of this column should equal your original award for this fiscal year.

\*\*\* Total Budget should equal Total Operational Expenses + Total Contractual Expenses + Other Expenses.